

[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]

[Recipient's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request a reference for my application to the System Analyst position at [Company Name]. Working with you at [Previous Company Name] has greatly influenced my professional growth, and I believe your insights would provide a strong endorsement of my abilities and contributions.

During my time in [Specific Project or Role] while working with you, I developed skills in [mention relevant skills or technologies]. Your perspective on my work ethic and capabilities would be invaluable to the hiring team.

If you are able to assist, please feel free to share your thoughts with [Contact Person's Name] at [Contact Person's Email/Phone Number]. Thank you very much for considering my request; I truly appreciate your support.

Warm regards,  
[Your Name]